



PLANNING DEPARTMENT
STREET/DRIVEWAY NAMING -
PRIVATE STREET APPLICATION

1. APPLICANT INFORMATION (If a corporation, list all principals)

Name _____

Address _____

City _____ State _____ Zip Code _____

Email _____

Telephone (Business) _____ (Residence) _____

2. AGENT INFORMATION (Owner's consent required)

Name _____

Address _____

City _____ State _____ Zip Code _____

Email _____

Telephone (Business) _____ (Residence) _____

3. PROPOSED NAME (See page 3, attachment)

4. INTERSECTION WITH PUBLIC STREETS

The applicant is responsible for paying for street signs at all intersections with public streets. Street signs at intersections with other private streets/driveways are the owner's responsibility. Provide the names of all intersections with public streets, e.g. McAndrews Road and *New Street Name*, Spring Street and *New Street/Driveway Name*, etc. If this private street/driveway intersects with no public streets, write NONE below.

of intersections with public streets (_____) X \$95 per intersection = _____ \$
 Payment is due when the application is submitted.

Lausmann Annex ☼ **200 South Ivy Street** ☼ **Medford OR 97501**
Phone (541)774-2380 ☼ **fax (541)774-2564**
www.ci.medford.or.us

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5. REQUIRED SUBMITTALS

- Application Form (signed)
- Assessor's Map Showing Location of Street/Driveway
- Completed Declaration of Private Street/Driveway Form
- Typed mailing labels for: a) all property owners with property abutting the street right-of-way, and b) all property owners whose property has an address on the street or may have an address on the street in the future. (See label example below)
- Fee
 - o \$95 per intersection with a public street
 - o Make checks payable to *City of Medford*
 - o Pay at time of application submittal to the Planning Department

372W19DB Tax Lot 3700

Jane and John Jones
000 Delta Waters Road
Medford, OR 97504

6. I HEREBY STATE THAT THE FACTS RELATED IN THE ABOVE APPLICATION AND THE PLANS AND DOCUMENTS SUBMITTED HERewith ARE COMPLETE, TRUE, CORRECT, AND ACCURATE TO THE BEST OF MY KNOWLEDGE.

Signature _____ Applicant Agent Owner

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WRITTEN CONSENT OF OWNER(S)

I/We, _____, the property owner(s) of Tax Lot(s)
_____ on Jackson County Assessor Map _____,
hereby consent to the filing of an application for
_____ on said property, and will allow
_____ to represent me before the City of
Medford Approving Authority.

Signed: _____ Signed: _____

Print Name: _____ Print Name: _____

Date: _____ Date: _____

Signed: _____ Signed: _____

Print Name: _____ Print Name: _____

Date: _____ Date: _____

Signed: _____ Signed: _____

Print Name: _____ Print Name: _____

Date: _____ Date: _____

Signed: _____ Signed: _____

Print Name: _____ Print Name: _____

Date: _____ Date: _____

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SIGNATURES OF ALL AFFECTED PROPERTY OWNERS

Signed: _____ Signed: _____

Print Name: _____ Print Name: _____

Property Address: _____ Property Address: _____

Address: _____ Address: _____

Signed: _____ Signed: _____

Print Name: _____ Print Name: _____

Property Address: _____ Property Address: _____

Address: _____ Address: _____

Signed: _____ Signed: _____

Print Name: _____ Print Name: _____

Property Address: _____ Property Address: _____

Address: _____ Address: _____

Signed: _____ Signed: _____

Print Name: _____ Print Name: _____

Property Address: _____ Property Address: _____

Address: _____ Address: _____

Signed: _____ Signed: _____

Print Name: _____ Print Name: _____

Property Address: _____ Property Address: _____

Address: _____ Address: _____

Signed: _____ Signed: _____

Print Name: _____ Print Name: _____

Property Address: _____ Property Address: _____

Address: _____ Address: _____

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PROCEDURE

Section 10.458 Street Renaming, Public and Private.

This section applies to the change of name of an existing street or alley, or to the naming of an already existing but unnamed street or alley. The purpose of the street renaming procedures is to ensure use of clear and unique street names so that emergency personnel may find the streets without being hindered by similar or confusing names. Approval of street names is not a land use decision.

A. Procedures, Street Renaming, Public and Private.

(2) Private Streets or Driveways. A private street or driveway renaming application shall be processed as a procedural Class D decision, with the Planning Director being the approving authority. The decision of the Planning Director may be appealed to the City Council per Section 10.051.

- a. After an application for private street renaming has been received by the Medford Planning Department, the Planning Department shall send copies to affected agencies and City departments for review.
- b. Within 25 working days after the application is received, the Medford Planning Department shall send written notification to the applicant indicating:
 - i. The application is missing information required in Section 10.458 C. (Note: Once the missing information has been received, the City will have 25 working days to complete the review); or,
 - ii. The application has been approved consistent with Section 10.458; or,
 - iii. The application has been disapproved because it is not consistent with Section 10.458.

APPROVAL CRITERIA, SECTION 10.458(B)

The approving authority shall not approve any street name unless it finds that the proposed name is consistent with the following criteria:

- (1) Proposed names shall not be the same or similar to any other street name in Jackson County;
- (2) The proposed street name must not sound the same, although spelled differently (a homonym), as any other street in Jackson County;
- (3) The proposed street name must be simple to pronounce;
- (4) The proposed street name shall not contain Cardinal directions (north, south, east, west);
- (5) The proposed street name shall not contain offensive or derogatory terms;
- (6) The proposed street name shall not contain punctuation or special characters;
- (7) When a street makes a directional change of approximately 90 degrees or more, the street name shall change;
- (8) Street names shall continue across intersections and roundabouts;

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- (9) A street may not loop around in such a way that it creates two intersections with one other street, unless the street name at one intersection is different; and
- (10) The proposed street name must have a suffix from Table 10.458-(1), *Permitted Medford Street Suffixes*.

**Table 10.458-(1)
Permitted Medford Street Suffixes**

Suffix	Abbreviation	Description
Avenue	AVE	Street that is continuous and not limited to a single subdivision
Boulevard	BLVD	Street with a landscaped median dividing the right-of-way
Circle	CIR	Permanently dead-end street terminating in a cul-de-sac
Court	CT	Permanently dead-end street or termination in a cul-de-sac, not longer than 660 feet in length
Drive	DR	Curvilinear street
Lane	LN	Lower-order street
Parkway	PKWY	Higher-order street with a median
Place	PL	Permanently dead-end street, termination in a cul-de-sac, or short through street, not longer than 450 feet in length
Road	RD	Higher-order street
Street	ST	Common or default suffix
Way	WY	Curvilinear street